



**United States
Department of
Agriculture**

Food and
Nutrition
Service

Dallas Field Office
(235)

207 S. Houston St.
Room 145
Box 6, Section 2
Dallas, TX
75202-4790

Ph: 214-655-5035
Fax: 214-655-5039

Dear Retailer:

Thank you for your interest in the Food Stamp Program!

To participate, you must review the enclosed materials and submit a complete application form, including all required documentation. **Incomplete applications will be returned and will delay your participation in the Food Stamp Program.**

To complete your application, you must:

- Meet the basic eligibility criteria (refer to *Retail Store Eligibility* sheet),
- Completely fill out an application form, and
- Provide the required documentation (refer to *Application Checklist*).

Your field office has 45 days to approve or deny your application, once your application is complete. As part of the approval process, you may be required to review training materials provided by your field office. **You cannot accept Food Stamp benefits until your store has been approved under your ownership.**

As part of the approval process, a USDA representative or private contractor may visit your store to make sure the store is eligible to participate in the Food Stamp Program. The USDA representative or contractor should present photo identification and will look around your store. Private contractors must ask for written consent before looking at your store. The representative or contractor may take pictures, sketch the layout of the store, and look at your inventory. If your application is denied because your store does not meet the eligibility criteria, you must wait six months before you can submit a new application.

Follow the instructions on the next page to turn in your application to your field office. If you have any questions, please contact us or get more information from the USDA website at www.fns.usda.gov/fsp by clicking on "Retailers."

We look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, reading "Gloria T. Guevara".

Gloria T. Guevara
Field Office OIC

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**INSTRUCTIONS FOR SUBMITTING
YOUR APPLICATION
TO THE DALLAS FIELD OFFICE**

- Mail your application to:

USDA – Food and Nutrition Service
Box 6, Section 2
207 S. Houston St., Room 145
Dallas, TX 75202

- If you have any questions regarding the completion of your application please contact:
 - (214) 655-5035 (Texas Retailers)
 - 1-888-715-6640 (New Mexico Retailers)